Province of British Columbia
Ministry of Municipal Affairs, Recreation and Culture
Lyall Hanson
Minister

Calendar of Application Deadlines

	Professional Arts Development
	Operating Assistance
March 31	• for professional arts organizations
October 31	• for professional summer arts organizations
October 31	• for professional arts organizations with a calendar fiscal year
May 15, Sept. 15, Jan. 15	• Professional Projects
May 15, Sept. 15, Jan. 15	• Training Assistance
	Community Arts Development
	Community Action Plan
October 31	• Basic Assistance for Arts Councils
	• Local Government Matching Program
	• Activity Bonus
May 15, Sept. 15, Jan. 15	• Training Assistance
October 31	• Regional Arts Councils Assistance
May 15, Sept. 15, Jan. 15	Community Development Projects
	Touring Programs
May 30, Sept. 30	Arts Resource Touring Subsidy
May 30, Sept. 30	Artists in Schools
May 15, Sept. 15, Jan. 15	Touring Exhibition Assistance
June 30, Oct. 30	Writers in Libraries
6-12 months prior to tour	International Touring
	Arts Awards for Individuals
June 30	Scholarship Awards
May 15, Sept. 15, Jan. 15	Professional Development Assistance
	* Project Assistance for Visual Artists
	* Project Assistance for Creative Writers
	* Performing Arts Recommendor Program
	* Film and Video Production Assistance Program
	* Travel Assistance Program for Media Artists
	Publishing Program
	* Block Funding for Book Publishers

* Contact Cultural Services Branch for deadlines.

92-04175/

Province of British Columbia
Ministry of Municipal Affairs, Recreation and Culture
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Professional Performing Arts	356-1725
Community and Regional Arts	356-1724
Visual Arts and Museums	356-1729
Literary and Publishing	356-1727
Scholarships	356-1723
Arts Awards	356-1718

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INTRODUCTION

The Cultural Services Branch (CSB) is a government department within the Ministry of Municipal Affairs, Recreation and Culture. It is responsible for developing and administering programs that support artistic and cultural development within the province.

The CSB receives an annual appropriation from the provincial government for administration. In addition, it is responsible for the administration of the British Columbia Cultural Fund.

The British Columbia Cultural Fund was established in April 1967 by an act of the provincial legislature. The fund is a perpetual endowment, the interest of which is used to stimulate cultural development in British Columbia.

The fund was originally endowed with $5 million and was increased to $10 million in 1969. Further increases of $5 million in both 1972 and 1974 have brought the Fund to $20 million. Since 1975, the interest generated by the endowment has been augmented with revenue from the British Columbia Lottery Fund.

Guidelines concerning programs and services available are developed by examining the requests for assistance by the CSB, by discussions with individuals and organizations in the arts Community, and through recommendations of the British Columbia Arts Board and its advisory committees.

Although these guidelines are not intended to limit the creativity or planning of the applicant, they do indicate the general priorities of the program. All guidelines are periodically reviewed and updated to meet current needs.

ORGANIZATION OF THE BRITISH COLUMBIA ARTS BOARD

The British Columbia Arts Board is an advisory body to the Minister of Municipal Affairs, Recreation and Culture.

The Board was established in 1974, and consists of fifteen people, appointed by the Minister, from different regions of the province, who represent the various cultural disciplines and community interests.

In determining policy and awards, the Board uses the talents of many people throughout the province who serve as members of advisory committees. These individuals bring essential, broad-based and diverse points of view to the decision making process.

The advisory committees which serve to assist CSB and the Board are organized according to the discipline they review, and are drawn from among artists, arts educators, arts administrators and other community members active and interested in the arts.

CSB staff provides consultation and assistance to all applicants, provides the advisory committees and the Board with information necessary for the recommendation process, and acts as the secretariat to the Board. Staff does not participate in the decision-making process on artistic quality issues, either at the committee or Board level. Recommendations on artistic quality issues are reserved for the review process embodied in the advisory committees. Staff makes comments and recommendations on managerial and administrative questions relating to applications as requested by the Board.

In general, the staff role in this process, in addition to consulting with applicants prior to the receipt of applications, is concentrated in preparing applications for review, with the view to presenting them in the most complete manner possible. All applicants are encouraged to seek staff consultation.

BRITISH COLUMBIA CULTURAL FUND REVIEW PROCESS

The following outline and diagram describe the general procedure for review of applications. (The numbers in the outline correspond to those in the diagram.)

One Applicant develops program (and may choose to discuss his/her ideas and application procedures with CSB staff). Applicant requests information and application forms. CSB staff answers queries and consults in person if necessary.

Two Applicant submits completed application form and supplementary materials by published deadline.

Three CSB staff researches the application to ensure:

- forms are completed fully
- necessary supplementary information is included
- intent of request for funding is stated clearly
- budget clearly reflects the proposed program

Additional information or clarification may be requested from applicant. CSB executive committee assesses financial and administrative components of application and designates the advisory committee.

Four Application is reviewed by appropriate advisory committee which is concerned with:

- assessing values and standards of excellence
- the merit of proposal
- the ability of the applicant to accomplish the proposed program.

CSB gives technical information and advice if requested by committee. Committee forwards recommendation to the British Columbia Arts Board.

Five Application and recommendation is reviewed by the B.C. Arts Board using the following criteria:

- demand for the program (nature and significance of service, impact of project in local, regional and/or provincial terms, availability of comparable services in the geographic area served by the applicant)
- degree of financial support from other governments (federal, municipal, regional)
- nature and extent of public and private support.

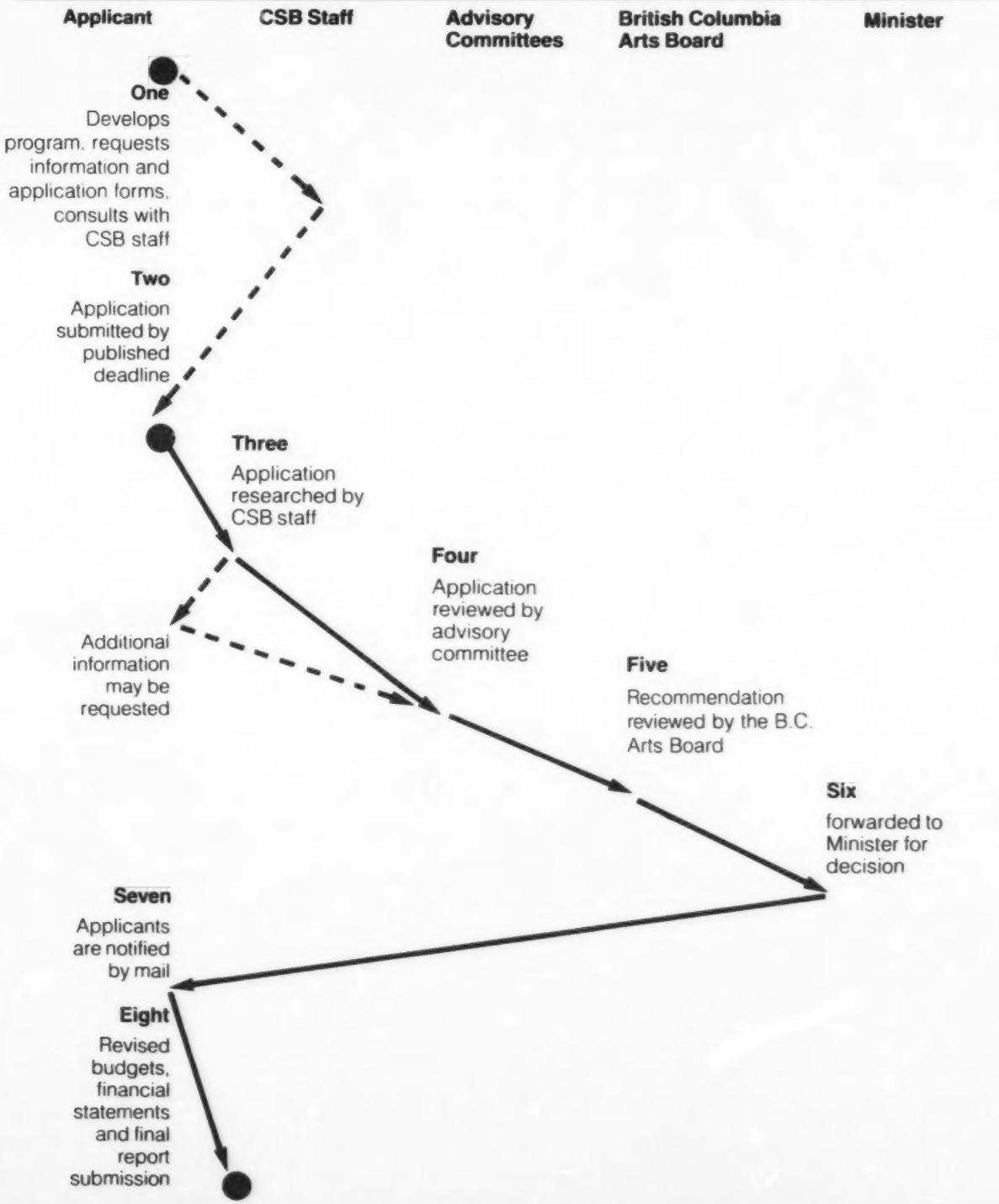
The B.C. Arts Board then recommends one of the following actions, taking into consideration the responsible use of government funds and with the understanding that its decisions must equitably serve the entire province:

- approval
- approval at a reduced level of funding
- rejection
- deferral pending additional information.

Six The Minister receives the award recommendations from the Chairman of the Board. All final decisions rest with the Minister, as do all announcements of award allocations.

Seven Successful applicants are notified by letter. Applicants receiving an award for a reduced amount must submit a revised budget to CSB and fulfill any further terms or conditions which may have been set. Notification of award forms are forwarded by CSB, summarizing the financial aspects of award payouts. Cheques are issued by the Minister of Finance.

Eight Revised budgets, financial statements and reports are submitted to CSB.



Notwithstanding the above process, it is the Minister's prerogative to approve award applications submitted to and reviewed by the CSB without referral to the British Columbia Arts Board.

The following is a detailed description of the awards programs administered by the Cultural Services Branch.

Policies

All applications are reviewed by the British Columbia Arts Board (BCAB) and its advisory committees, and/or Cultural Services Branch (CSB) staff. The final decision on all awards rests with the Minister of Municipal Affairs, Recreation and Culture.

Successful applicants are notified by letter. Applicants receiving an award must fulfill any terms or conditions that may have been set. CSB staff will notify applicants of conditions and award payout schedules.

An applicant whose application is not approved will be notified by letter from the Director of the CSB.

An award decision may be appealed in writing within 30 days of receipt of the decision, by letter to the Director of CSB, provided that there is significant new information to support the appeal that was not available at the time of adjudication.

All programs, guidelines, and criteria are subject to revision, cancellation or suspension without notice and depend upon the availability of funds appropriated for the purpose of allocating awards.

Applications must normally be made on forms provided by the Cultural Services Branch. The CSB is not responsible for the loss or damage of supporting materials submitted with applications.

Generally, applicants must be non-profit organizations registered as societies under the Societies Act of British Columbia. Societies must be in good standing with the British Columbia Registrar of Companies.

Generally, applicants must have been in operation for one full year prior to application and have firm program(s) and support for continued operations.

No awards will be approved after the project or program for which assistance is requested takes place.

Award recipients must acknowledge assistance by the Ministry on all written materials relating to the program or project such as programs, news releases and posters with the following statement:

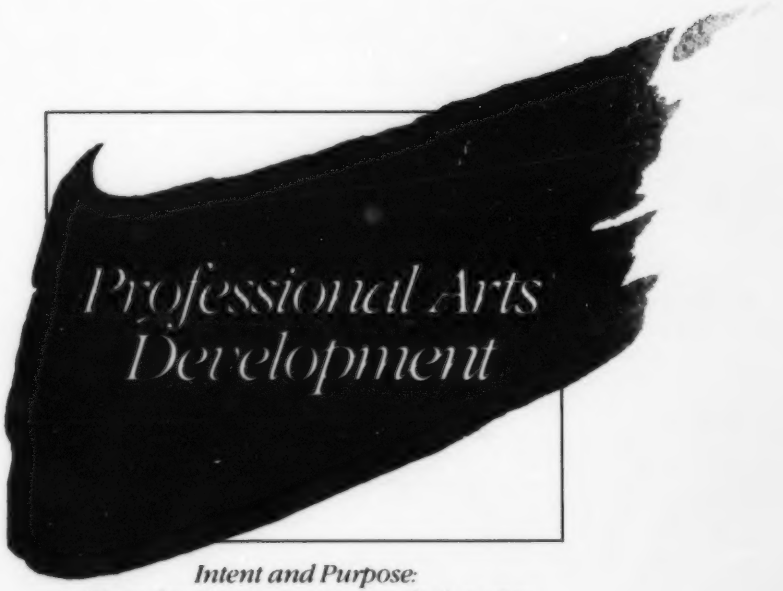
"We gratefully acknowledge the financial support of the Government of British Columbia through the Ministry of Municipal Affairs, Recreation and Culture."

Award recipients must permit the CSB or BCAB personnel a reasonable opportunity to view the program or project at any time for purposes of evaluation.

Award recipients are required to submit, upon request by the CSB, an independently prepared audit report.

Any major changes in budgets and/or projects from an original submission must be discussed with CSB staff.

CSB staff are available for consultation on any aspect of an organization's operation and all Branch programs. See page ii for telephone numbers of appropriate CSB staff.



Intent and Purpose:
These funding programs are designed to provide a stable level of support and to facilitate the organizational development of professional arts and cultural organizations.

OPERATING ASSISTANCE

Description: Awards are for the general operating support of cultural organizations and institutions for which no specific projects need to be described. Applicants are judged on the merits of their entire operation, from program content to administrative and financial management.

Operating awards are made once each fiscal year for current or future operations. Eligibility in this category is reviewed on an annual basis. Organizations that have not previously received funding in this category are requested to establish their eligibility with the CSB prior to filing an application.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Areas Eligible for Assistance:

- Performing Arts organizations (dance, theatre, and music)
- Media Arts organizations
- Visual Arts and Crafts Organizations
- Museums and Galleries
- Literary Periodicals
- Training Resources
- Cultural Service Organizations

General Eligibility Criteria: Under normal circumstances, applicants must:

- be registered as a non-profit society in the Province of British Columbia
- have completed at least one full year of operation, be able to present a financial statement for that year and have guarantees and firm program proposals for a second consecutive year of operation.
- show a high standard of professionalism in all areas of activity
- employ full-time, paid administration
- be able to demonstrate a diversified revenue base which includes significant earned revenue, federal and local government support, as well as revenues from the private sector (fundraising)
- have previously received at least one Development Project award from the CSB.

Applicant organizations are required to provide detailed submissions regarding programs (including propose cvd production and touring budgets where applicable), administration, financing, long-range planning, leadership and artistic program.

Assessment of requests will take into account the following factors:

- artistic quality
- administrative competence and capability
- the nature and significance of the services provided to the public
- the availability of comparable services in the same geographic area
- the impact of the program
- the nature and extent of public and private support
- the degree of support from local and federal governments.

Awards in this category are **not** available for start-up costs, 'seed' money, capital expenditures (construction, renovation, feasibility studies, property or equipment purchase) or budget deficits.

Application Requirements:

Applicants must provide the following in support of an application:

- a list of current board of directors or members of managing body
- two copies of the CSB Operating Assistance application form
- copies of letters of registration as a non-profit society
- a list of principal administrative and artistic staff, by name and title
- a recent audited financial statement from organizations whose total budget exceeds $100,000, or whose last CSB award exceeded $15,000.
- a recent independently prepared financial statement from organizations whose total budget is less than $100,000, or whose last CSB award was $15,000 or less.
- a copy of any current application for assistance to the Canada Council or the Museums Assistance Program of Communications Canada.

Application Deadlines:

- March 31 for organizations with a fiscal year other than calendar year
- October 31 for organizations with a calendar fiscal year
- October 31 for summer arts organizations.

Specific Eligibility Criteria

(A) *Performing Arts Organizations*

Applicants must:

- generally operate on a year-round basis, producing an annual season of works
- employ primarily professional artists in the production of their season
- demonstrate a high standard of artistic achievement and professionalism
- have completed at least one full year of operation and have guarantees and firm program proposals for a second consecutive year of operation.

Applicant organizations are required to provide detailed submissions regarding programs (including proposed touring programs and budgets, where applicable), administration, financing, long-range planning, leadership and artistic quality. Organizations should employ a full-time paid administrator.

When considering requests, the following factors will be taken into account:

- artistic quality
- administrative competence and capability
- the nature and significance of the service to the public
- availability of comparable services in the same geographic area
- the impact of the program
- the nature and extent of public and private support
- the degree of support from local and federal governments.

Awards in this category are not available for start-up costs, 'seed' money, capital expenditures (construction, renovation, property or equipment purchase) or budget deficits.

(B) *Museums and Galleries*

Applicants must be an institution whose primary objectives include collecting, preserving, assembling and exhibiting to the public for its instruction and enjoyment, either a collection of objects, artifacts and specimens of heritage or historical significance, or a collection of paintings, sculpture and other works of art.

Museums and art galleries must be either non-profit societies or public institutions operated by a municipality with a community-based board of management.

The applicants must own or lease space exclusively devoted to museum or art gallery-related activities and must conform to the following guidelines:

- be open to public year round, on a regular basis
- demonstrate strong local financial support for operations (excluding all federal and other provincial grants)
- be exempt from payment of tax under the Income Tax Act (Canada)
- have completed at least one full year of operation, and have guarantees and firm program proposals for a second consecutive year of operation.

Institutions not eligible for assistance include aquaria, botanical gardens, zoological gardens, science and technology centres, museums classified as 'seasonally open', and those which have been primarily established for the purpose of conducting temporary exhibitions.

When considering requests for assistance, the following factors will be taken into account:

- adequacy of the facility, including building standards, security, etc.
- significance of collection
- service to the community in education and extension programs
- professional curatorial and managerial expertise
- ability to handle displays and exhibitions
- availability of comparable services in the same geographic area.

Awards in this category are not available for start-up costs, capital expenditures (construction, renovation and/or equipment purchase), nor for budget deficits.

(C) *Service Organizations*

This program is intended to provide operating assistance for institutions whose primary objective is to serve the development of a specific artistic community or the arts in general on a province-wide basis..

Under normal circumstances, applicants will adhere to the following specific guidelines in addition to general guidelines for eligibility of all organizations for operating assistance:

- support is provided for specific services to the membership of the organization
- membership in the service organization must be open to all individuals, companies or institutions who meet the requirements established in the constitution of the organization
- the organization must be able to demonstrate a range of membership which is truly representative of their constituency
- the organization must delineate clearly the services provided to their membership
- the organization must be able to demonstrate a diversified revenue base which includes a significant contribution from the membership

Provincial service organizations that regularly organize conference **must** include conference costs in their operating budget.

Organizations not eligible under this category include guilds, associations or individual community groups representing specific artistic disciplines or those organizations whose sole purpose is advocacy.

(D) *Literary Periodicals*

Eligible journals must

- be a periodical primarily devoted to literary subject matter, with a recognized standard of quality
- provide an outlet for creative writing and a market for British Columbia writers
- contribute to the intellectual and cultural life of British Columbia
- publish at least three issues per year
- have editorial offices located in the province of British Columbia
- have a stated editorial policy which is consistently implemented. This statement must be formulated independently of the executive or administration of any organization or institution to which a periodical might be attached (i.e., a university or art gallery)
- be accessible to the general public
- be printed in Canada
- have a paid subscription list of at least 500 at the time of application and be actively soliciting new subscriptions
- have been in existence for at least one year and have concrete plans for a second year of publication.

Assistance is not available for trade journals, periodicals devoted to a specific profession, newsletters or government publications, nor for periodicals that do not charge for copies. Journals may not be directly part of a government at the federal, provincial or municipal level.

Applicants should include, with the required application form:

- a statement of editorial policy
- the names of publishers, editors and members of editorial board
- statement of frequency of publication
- printing and circulation information

(E) *Training Resources*

Grants are available under specific circumstances to non-profit societies providing arts training. Primary consideration is given to the quality of training provided. The number of students from British Columbia is noted as part of the adjudication process. The majority of program activities must involve residents and teaching staff from British Columbia, and any subsidies provided must apply to residents of this province.

(F) *First-time Operating Assistance for Theatre Companies*

Under this program, theatre companies who are not presently receiving Operating Assistance may make application provided they meet eligibility requirements.

Operating Assistance is provided to assist professional theatre companies with ongoing administrative and production expenses.

Operating Assistance is awarded on an annual basis and does not constitute a commitment to ongoing funding on the part of the Province of British Columbia.

First Time Operating Assistance for Theatre Companies is awarded on a competitive basis. Eligibility does not constitute a guarantee of funding. An independent jury will be convened to adjudicate all applications and make recommendations to the Minister for awards. The jury reserves the right to recommend that no awards be made if no appropriate candidates emerge from the competition.

Eligibility requirements include the following:

- Applicants will, typically, have produced at least two productions in the twelve months prior to making application.
- Applicants must demonstrate a degree of local support for their organization, typically in the form of municipal funding; must demonstrate a high degree of professionalism in the execution of all administrative and production activity; and must demonstrate a need for their organization within their community, typically through a substantive public acceptance of their work (i.e., box office).
- Applicants must make every attempt to access federal arts funding at the earliest possible date.
- Applicants must contact the Professional Performing Arts Co-ordinator of the CSB at 356-1725 in Victoria prior to submitting an application.

The following must be submitted in support of an application for First-Time Operating Assistance for Theatre Companies, in addition to the requirements for all applicants for Operating Assistance:

- a description of proposed activities of the organization for the year for which assistance is requested.
- biographies or resumes of the principals of the company (i.e., artistic director and general manager.)
- two letters of appraisal of the company's previous work from recognized theatre professionals.

Application Deadline: October 31

PERFORMING ARTS RECOMMENDOR PROGRAM

Under this system of allocating assistance to individual artists, a specific group of experience and responsible performing arts organizations engaged in the production and/or performance of works of art are designated by the B.C. Arts Board and their performing arts advisory committees to receive funding. They, in turn, allocate funds to individual creative artists in the performing arts.

Each year, the B.C. Arts Board will recommend to the Minister that certain performing arts organizations, identified by the performing arts advisory committees, be allocated specific sums of money to be disbursed in the following twelve-month period to appropriate individual artists for creative projects.

The following guidelines will apply to the disbursal of these funds:

- Recommending companies must currently be receiving Operating Assistance from the CSB and must have a history of the creation and development of new works.
- Eligible recipients of recommendor funds will be any professional playwright, choreographer or composer who has been a resident of B.C. for at least 12 months prior to application. Applicants must also be either Canadian citizens or landed immigrants.
- For the purposes of this program, a professional playwright, choreographer or composer will be an artist who has completed all basic training, has been working as a professional for a minimum of three years and who has had a minimum of one original work produced professionally.
- Eligible projects will be those directly concerned with the creation of new works (e.g., a play commission or development workshop, the commissioning of an original music composition, the creation of new choreographic work or the staging or workshop presentations of the choreographer's own work).
- Generally this funding is intended to buy time for the creative artist to work.
- An individual artist may receive a maximum of $5,000 during one fiscal year.
- No recommendor can recommend a member of its own organization for assistance under this program.
- Recommending organizations are required to submit an annual report of the disbursement of the recommendor funds to be reviewed by the Cultural Services Branch. Recommendors who do not comply with regulations will lose their designation as recommending companies.
- Artists receiving assistance under this program may utilize the funds to pay other artists if those additional artists are required for the realization of the creation.

Recommendor funds will be allocated in conjunction with annual operating assistance.

Organizations **cannot apply** for recommendor funds but can request consideration as a "recommending company" at the time of their annual request.

PROFESSIONAL PROJECTS

Description: Awards are available on a project basis to assist with the development and special activities of professional arts organizations. Eligible projects should advance the applicant organization's professional artistic development, expand its professional services or develop new area of interest.

There are two categories of Professional Project Assistance, **Professional Special Projects** and **Professional Development Projects**, each detailed below.

As a condition of assistance, the Government of British Columbia, Ministry of Municipal Affairs, Recreation and Culture must be credited in all promotional materials (refer to page 8).

General Eligibility Criteria: All organizations requesting Professional Project Assistance must conform to the following general guidelines:

- the applicant must have been a registered non-profit society in the Province of B.C. for a minimum of one year and must be able to provide an independently prepared financial statement for that period
- that the project be for a finite period of time and be clearly identified as a "one time" project
- that the project budget be clearly delineated from operational expenditures
- that the project budget demonstrate a diversified revenue base which includes significant funding from sources other than the Government of British Columbia
- that under normal circumstances, applicants must have completed and submitted final reports for any outstanding projects funded through the CSB, prior to making application.

(A) *Professional Special Projects*

Under this category, awards of project assistance are made to **companies currently receiving Professional Operating Assistance from the CSB**. Eligible projects must conform to all general objectives and guidelines for project assistance.

Specific Eligibility Criteria: Professional Special Project requests must conform tothe following specific guidelines:

- the application must be for a special project, **clearly** identified as an activity which could not take place without an award
- the project must be **clearly distinct** from the normal operational activity of the organization
- the applicant must demonstrate that the regular operational activities of the company are financially in good order.

Awards under this category are made on a one-time only basis and cannot be renewed or be utilized for repeat activities.

Applicants may only receive one project award per fiscal year.

(B) *Professional Development Projects*

Under this category, project assistance is awarded to professional arts organizations who **do not currently receive Operating Assistance** from the Cultural Services Branch. Awards are made for artistic activities of a project nature or to assist the ongoing activities of the organization.

Specific Eligibility Criteria:

Under normal circumstances, Professional Development Project requests should conform to the following specific guidelines:

- the applicant must have previously demonstrated an ability to realize the project proposal in accordance with recognized professional standards
- the applicant must be able to demonstrate the ongoing availability of professional management to the organization
- principal artistic contributors to the project development must be paid for their services
- project budget proposals should be realistic (the CSB will not recommend approval of an award until such time as any major funding from other sources, essential to the realization of the project, is confirmed).

Application Requirements

All applicants must discuss their potential project with the appropriate Program Co-ordinator at the Cultural Services Branch prior to submitting an application.

All applications must be submitted on a Project Assistance application form. Supporting materials (financial statements, project outlines, etc.) must accompany the application.

Project categories considered **ineligible** under this program include capital development projects, equipment purchase, capital renovation, international travel costs of foreign artists to B.C., travel of performing arts organizations to international symposia, conferences or competitions, or performing arts concert series.

Application Deadlines:

- May 15
- September 15
- January 15

Applications will be accepted from organizations wishing to bring in a consultant to address specific organizational needs or problems.

Organizations applying for training assistance must provide the following:

(a) Prior to workshop:
- description of the workshop's purpose
- instructor's name and resume outlining areas of expertise.

(b) Following the workshop:
- participant list
- brief report on the workshop, including any written materials

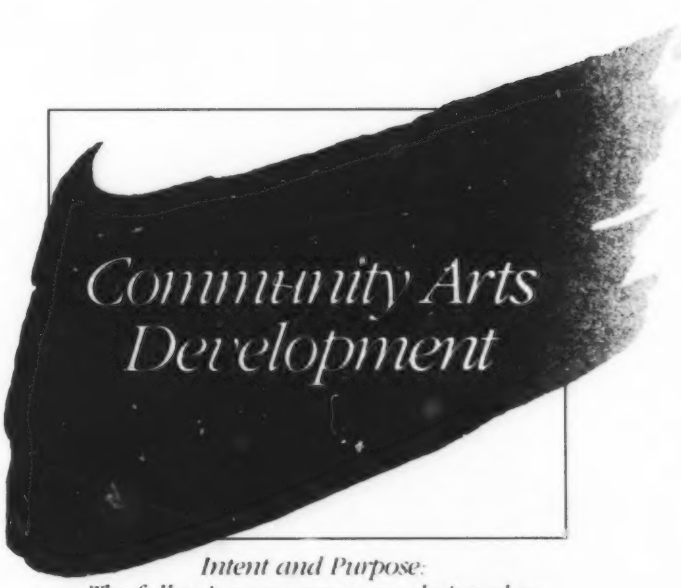
Under normal circumstances, only one application for Training Assistance will be considered in any one fiscal year.

Training sessions must be a minimum of 3 hours duration.

Eligible costs include honoraria and travel expenses for resource personnel. Costs incurred for accommodation, facility rental or the production of materials are the responsibility of the sponsoring organization.

50 per cent of workshop costs to a maximum of $500.

Application Deadlines:
- May 15
- September 15
- January 15



Intent and Purpose:
The following programs are designed to assist community arts councils and community-based arts organizations to:

- *develop, preserve, upgrade and/or expand local and regional cultural resources and activities*
- *make arts activities more widely available to all segments of the community*
- *stimulate greater public and private support for the arts*

(1) BASIC ASSISTANCE FOR COMMUNITY ARTS COUNCILS

Description: Annual awards are available to community arts councils throughout the province. Support levels are determined by population served, based on the most recent federal government census and the distance from major urban centres. These calculations provide the upper limit for each award.

Actual awards approved are based on such considerations as:

- award request
- justification of expenditures
- level of activity
- financial need

Awards to community arts councils are not available for capital expenditures. Maximum awards are not automatically awarded.

As a condition of subsidy, the Government of British Columbia assistance must be credited in all promotional materials (refer to page 8)

Eligibility Criteria: A community arts council applying to the CSB must

- have a constitution and by-laws
- elect officers at an open meeting on a regular basis
- be registered as a non-profit society with the British Columbia Registrar of Companies
- demonstrate significant financial assistance from its local government.

An officer of a community arts council society should not receive payment for services rendered in that capacity.

Operating surpluses will be considered when assessing award levels. No award will represent more than 50 per cent of the overall operating budget of an arts council.

Application Requirements: Arts councils are required to file the following with their application:

- a financial statement (including balance sheet) for previous year's programs. Arts councils are encouraged to submit an audited financial statement if the council's grant is in excess of $15,000
- a budget for the coming fiscal year
- a description of proposed programs
- a report on the previous year's programs.

Application Deadline:

- October 31 Completed application forms with the required supplementary material must be received on or before October 31

(2) LOCAL GOVERNMENT MATCHING

Description: This program assists arts councils which have received financial assistance from municipal or regional governments in the previous fiscal year.

The actual amount of local government assistance received will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant. Donated services and in-kind contributions are not eligible for matching funds.

The amount of Local Government Matching is calculated on a matching basis to a maximum of $4,000 per fiscal year.

Application Deadline:

- October 31

NOTE: Local Government Matching application must be attached to the application for Basic Assistance.

(3) ACTIVITY BONUS

Description: This program is designated to support community arts councils which have earned 35 per cent or more of their total revenue in their previous fiscal year.

The actual dollar amount of earned revenue will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant.

The amount of the Activity Bonus is calculated as 15 percent of earned revenues to a maximum of $2,000 per fiscal year.

Earned revenue includes income from membership fees; admissions to concerts, craft fairs, and/or art festivals; commissions from visual art or craft sales; cash contributions; corporate or business donations; receipts from fund-raising events; course or workshop fees; grants from foundations; and other revenues from arts council co-ordinated activities. In-kind services can be included as earned revenue if copies of receipts bearing the organization's or individual's name, occupation, project description, hours of work and costs are provided.

Earned revenue does not include awards from the CSB or other provincial, federal, or municipal government departments; interest on savings accounts; or revenue earned by member groups of community arts councils.

Application Deadline:

- October 31

NOTE: Activity Bonus application must be attached to the application for Basic Assistance.

(4) TRAINING ASSISTANCE

Applications will be accepted from community art councils wishing to bring in a consultant to address specific organizational needs or problems.

Organizations applying for training assistance must provide the following:
(a) Prior to workshop:
- description of the workshop's purpose
- instructor's name and resume outlining areas of expertise.

(b) Following the workshop:
- participant list
- brief report on the workshop, including any written materials.

Under normal circumstances, only one application for Training Assistance will be considered in any one fiscal year.

Eligible costs include honoraria and travel expenses for resource personnel. Costs incurred for accommodation, facility rental or the production of materials are the responsibility of the sponsoring organization.

Applicants are eligible for 50 per cent of workshop costs to a maximum of $500.

Application Deadlines:
- May 15
- September 15
- January 15

REGIONAL ARTS COUNCILS ASSISTANCE

Description: Under this program, awards will be considered for communication and for co-ordination of activities in a region. Preference will be given to activities involved with the training of volunteer board members and the co-ordination of performing, visual or literary arts events.

Awards are not available for the construction or renovation of facilities or for the purchasing of equipment.

Regional arts councils are encouraged to avoid competition with local arts councils.

Eligibility Criteria: To be eligible for assistance, a regional arts council must:
- be registered as a non-profit society in the province of British Columbia
- show a high standard of professionalism in all areas of activity
- be able to demonstrate a diversified revenue base and present a balanced budget.

The following factors will be considered in the assessment of requests:
- the nature and significance of the services provided to the public
- the impact of the program
- the nature and extent of public and private support
- the degree of support from other levels of government.

Application Requirements: Regional arts councils are required to inlcude the following information with the application:
- a financial statement for the previous year's operation
- a budget for the coming year
- a description of proposed programs
- a report on the previous year's program

Application Deadline:
- October 31

Description: Awards are available on a project basis to support special programs of community and semi-professional arts and cultural organizations which do not receive operating assistance from the Province. Awards are made to assist with the professional costs associated with performances or programming and may not be used to assist with general operating costs.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8)

Eligibility Criteria This program is designed to assist

- community museums, galleries and historical societies
- community archives
- community and semi-professional arts organizations.

No funding will be approved after a project is completed, or for project deficits or budget overruns.

Projects must not be eligible for, or receiving, funding from other CSB grant programs.

Assistance is not available for more than 50 per cent of expenses per project.

Not eligible for funding are requests for operating expenses, start-up costs, 'seed' money, capital expenditures (construction, renovation, property and/or equipment purchase), wages for fund-raising, total salary costs, and individual or group travel assistance.

Under normal circumstances, projects must be distinct from operational activities. Documentation must be submitted demonstrating that the regular operations of the society are financially in good order.

Application Requirements: Applicants must provide the following with the completed application form:

- a list of current board members (where applicable)
- a list of principal administrative and artistic staff, if any, by name and title
- proof of registration as a society
- a recent audited financial statement from organizations whose total budget exceeds $100,000
- a recent independently-prepared financial statement from organizations whose total budget is less than $100,000.

The following factors will be considered in the evaluation of applications:

- the organization's or institution's need for the project
- the quality of the project
- financial accountability and responsibility of the applicant
- proximity of other organizations or institutions performing similar functions
- level of local support
- amount and type of matching support for the project
- the applicant's ability to manage programs as indicated by the degree of success on previous programs.

Community Arts Festivals

Community arts festivals may make application to support the costs of professional artists participating in a festival.

A community arts festival is defined as a celebration consisting primarily of artistic events thematically related to the host community and whose organization is mainly composed of volunteers.

Under normal circumstances, applicants must adhere to the following general guidelines:

- eligible organizations will be registered non-profit societies who have been active within their community for not less than one fiscal year.
- assistance is provided to offset the performance or workshop fees and expenses of professional artists engaged for the festival
- applicants must demonstrate that provincial assistance will be used exclusively for program enhancement and not for general operating costs.

Maximum assistance available under this category is $2,500

The following factors will be considered in the assessment of applications:

- the scale and duration of the festival
- the extent of local government involvement
- the thematic focus of the festival
- the artistic standards evident in the programming choices
- the service extended to the community by the festival
- the extent of community involvement with the festival.

Application Deadlines:

- May 15
- September 15
- January 15

Intent and Purpose:
The following programs are designed to assist both professional and community-based arts organizations to:

- *make arts activities more widely available to all segments of the community*
- *develop both domestic and foreign markets for professional arts organizations*
- *stimulate a greater awareness and appreciation of the arts throughout the province*

TOURING PROGRAMS

ARTS RESOURCE TOURING SUBSIDY (A.R.T.S.)

Description: This program is designed to assist non-profit community organizations beyond metropolitan Vancouver and Victoria who wish to sponsor visiting Canadian professional performing arts events.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Eligibility Criteria: Sponsors eligible for assistance must

- be incorporated as a non-profit society in the province of British Columbia
- be based in the community or region where the performances are presented
- have a history of operating a series of no less than three different touring professional artists or artistic groups on an annual basis or have firm plans and the organizational ability to develop such a series.

School performances are not eligible for assistance. Also not eligible are commercial entertainment programs.

A.R.T.S. will be available for only one performance of a tour to a community.

Any provincial government assistance (as well as grants from community arts councils) received by the sponsor for touring events will be deducted from the award requests.

It is the intent of this program that performances be subsidized on a break-even basis. Organizations are not encouraged to accumulate deficits.

Application Requirements: All applications are evaluated on their individual merits.

The following factors will be taken into consideration in the evaluation of all applications:

- level of arts activity in the area
- geographic location
- financial feasibility of program proposals
- quality of balance of programming
- extent of public support (both in the form of financial contributions and attendance at performances).

Maximum Assistance Available: Up to $2,500 in a fiscal year per community sponsor, based on:

- 50 per cent of artistic fees for B.C. artists to a maximum of $1,500 per single event
- 30 per cent of artistic fees for other Canadian artists to a maximum of $1,500 per single event.

Assistance is available, on a priority basis, for the following:

- performing arts organizations receiving operating assistance in the current fiscal year from the CSB
- recognized Canadian professional performing artists receiving touring assistance from the Touring Office of the Canada Council
- established concert series programs
- other professional artists or artistic groups which are generally eligible for assistance.

All awards are based on the funds appropriated by CSB for this program.

Awards will be paid in full following confirmation of program. A final report of the previous year's programming and expenses must accompany all applications. Any surplus accumulated through CSB will be deducted from future awards.

Awards may be less than maximum award allowable.

Application Deadlines:

- May 30 — for "fall" touring or annual programs
- September 30 — for "spring" touring season

NOTE: Applicants are encouraged to submit their full season's program to the June deadline.

ARTISTS IN SCHOOLS

Description: Assistance is available for school districts sponsoring arts enrichment programs for grades K-12, outside regular curriculum programming.

Application may be made for the Artists in Performance (A) program, or the Artists in Residence (B) program, or a combination of the two programs, under the following conditions:

Eligibility Criteria:

- The applicant organization must be a school district in British Columbia. Individual schools may be considered eligible for assistance if there is strong evidence of support and concurrence for the proposed program from the school district.
- College and university programs are not eligible for assistance from this program.
- The artist(s)-in-residence must conform to the following definition: an individual who is a visual artist, dancer, choreographer, musician, composer, actor, playwright, or writer by profession, or a company of professional actors, dancers or musicians, registered as a non-profit society.
- The program for which assistance is being requested must have reasonable educational content.

Maximum assistance in any one year:

Up to $5,000 per school district for (A) or (B), or a combination of (A) and (B), on a formula basis, which reflects the number of schools in each school district, as well as the distance from major urban areas.

- 50 per cent of artistic fees for B.C. artists to a maximum of $1,500 per single event
- 30 per cent of artistic fees for other Canadian artists to a maximum of $1,500 per single event.

All awards are based on the funds allocated to CSB for this purpose.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Application Deadlines

- May 30 for pre-Christmas term or full school year
- September 30 for post-Christmas term

NOTE: Applicants are encouraged to submit their full year's program to the May deadline.

(A) *Artists in Performance*

Application Requirements:

Maximum eligibility is not automatic. The following factors will be taken into consideration in the adjudication of requests:

- the past and current levels of arts programs in the school district and the degree of initiative indicated in the development of arts programming
- quality and balance of programming
- geographical location
- transportation costs of students to an event
- extent of the local public and school district support for the program.

Maximum Assistance:

50 per cent of artistic fees of artists, up to $5,000 per district in any one school year, if Artists in Residence subsidy is not requested.

Awards will be paid in full, following application approval. A final report of the previous year's programs subsidized by CSB must accompany all applications. Any surplus accumulated through CSB grants will be deducted from future grants.

No funding will be approved after a project has commenced, or for program deficits or budget over-runs.

(B) *Artists in Residence*

Eligibility Criteria:

The length of a residency program should be no less than three days and no more than four months.

A school district is eligible for a maximum of two residencies per fiscal year. Funding for a residency cannot be extended beyond the four-month period, except in unusual circumstances.

This program is intended to heighten artistic experience. Therefore priority will be given to those districts sponsoring artists from another geographic location in the province.

Residency programs, as a condition of eligibility for funding, must provide additional arts awareness, knowledge and enrichment for all participants - including the sponsored artist(s), the sponsoring district, teaching staff, children, and spectators (if applicable).

Under this program, an individual artist is not eligible for consecutive residencies in the same school district.

Application Requirements:

Proposed program must indicate full community and school district support.

The application must be for a special program, clearly identified as something that would not or could not take place without an award.

All applications must be made on the appropriate CSB application forms and must be completed in full, with requisite supporting documentation as listed on the application form.

Maximum assistance:

- No more than 50 per cent of expenses per project
- up to $1,500 for an individual artist
- up to $5,000 for eligible artists per district in any one school year, if Artists in Performance is not requested.

Awards will be paid in full, following confirmation of program. A final report of the previous year's program subsidized by CSB must accompany all applications. Any surplus accumulated through CSB awards will be deducted from future awards.

No funding will be approved after a project has commenced, or for program deficits or budget over-runs.

All awards are based on the funds appropriated by CSB for this purpose.

TOURING EXHIBITION ASSISTANCE

Description: This program is intended to provide increased opportunity for the circulation of regional, provincial and national exhibitions throughout the province.

Eligibility Criteria: Organizations eligible for assistance must

- be incorporated as a non-profit society in British Columbia or be a public institution operated by a municipality with a community-based board of management
- be an institution whose primary objectives include collecting, preserving, assembling and exhibiting to the public
- have completed at least one full year of operation.

The majority of institutions must be open to the public year round.

Application Requirements: Organizations applying for circulation assistance must provide the following with the completed application form:

- a list of administrative and artistic staff by name and title
- a list of current board of directors or managing body
- a copy of any current application for circulation assistance made to the Canada Council.

Exhibitions originating within the province will be given preference.

Eligible Costs: Presentation costs incurred by an institution wishing to borrow exhibitions curated by a recognized professional are eligible for assistance.

Presentation costs include: crating, transportation, exhibition fee and insurance. Not eligible for assistance are the costs incurred through promotion of the event, including posters, catalogues, associated advertising or office expenses.

To be eligible, an exhibition must be booked and confirmed in at least three institutions within B.C.

Funding level: 50 per cent of each venue's eligible costs to a maximum of $500 per exhibition.

Application Deadlines:

- May 15
- September 15
- January 15

WRITERS IN LIBRARIES

Description: This program is designed to assist British Columbia public libraries who wish to sponsor readings and workshops by professional B.C. writers. Its aim is to promote the appreciation of the province's writers and access to their works. The program, jointly funded by the Library Services Branch and the Cultural Services Branch, is administered by the Cultural Services Branch in consultation with the Library Services Branch.

Eligibility Criteria: Each type of **public library** in B.C. is eligible for assistance:
(1) Integrated Public Library
(2) Municipal Public Library
(3) Public Library Association
(4) Reading Centre
(5) Regional Library.

To be eligible for the program, **writers** must
- be B.C. residents and have resided in the province for at least one year
- have had published professionally at least one work of fiction, short fiction, poetry, drama, children's literature or non-fiction.

Assistance Available: Maximum amounts available for each public library (system) are as follows:
(1) Up to 50,000 population served — maximum of $1,000
(2) Between 51,000 and 100,000 population served — maximum of $2,000
(3) Between 101,000 and 200,000 population served — maximum of $3,000
(4) Over 200,000 population served — maximum of $4,000.

Eligible assistance is based on **50 percent of eligible costs** of bringing a writer to the library, including
- a standard writer's fee of $100 – $200 per day
- travel costs
- per diem expenses (accommodation, meals, etc.).

Awards will be made on a first-come, first-served basis according to the budget appropriated for the program.

Awards may be less than the maximum allowable.

Awards will be paid in full following written conformation of the program. A final report on the previous year's programming, expenses and revenues must accompany all applications.

Application Requirements: Each application must contain the following information on application forms provided:
- a detailed budget or projected expenses and revenues for the program
- information on writers participating (length/place of residence, category of work)
- number of readings or workshops for each writer
- location and sites of reading/workshops
- expected attendance per reading.

Only one application per public library will be considered in each fiscal year. Public libraries are encouraged to apply to the May deadline and to designate an individual to co-ordinate requests for writers from individual library branches.

Application deadlines:
- June 30
- October 30

INTERNATIONAL TOURING

The CSB may provide assistance to professional B.C. artists or arts organizations touring outside of Canada.

Organizations requiring assistance are requested to advise the CSB as soon as the tour is contemplated.

Applicants should be aware of the following general guidelines:

- eligible tours will be those where the primary objective is to develop a proven or potential international market for the artist
- eligible tours must have a diversified revenue base which includes a significant percentage of earned income
- artists must meet recognized international standards
- only one tour per applicant will be considered for funding in a given fiscal year (April 1 – March 31)
- priority is given to requests received a year or more in advance and to those artists who, by the nature of their work, must tour
- tour planning and co-ordination must meet professional standards
- priority is given to those tours which maximize potential market development
- under normal circumstances, the tour itinerary must be confirmed prior to a commitment of funding on the part of the province
- requests will not be accepted within four months of the commencement of a tour.

Assistance is **not** available for the international travel costs of foreign artists touring B.C.

Nor is assistance available for attendance at international conferences, competitions or symposia.

An application will consist of a letter of request, a tour itinerary, confirmations of engagement if possible and a tour budget, together with the most recent audited financial statement and annual operating budget of the organization.

Applicants must contact the appropriate program co-ordinator at 356-1718 in Victoria, prior to making application.

Application Deadlines: 6–12 months prior to start of tour.

Intent and Purpose:
Awards are available on a competitive basis to assist promising British Columbians to develop their artistic skills and qualifications. Evaluation of applicants is based on talent, achievement, personal objectives, and the nature and length of the proposed program of study.

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

Description: Assists tuition and course-related costs for the purposes of upgrading and improving the skills of practicing professional artists or arts managers.

Under this program, a professional artist is typically someone who has finished basic training, worked as an artist for at least two years, and produced a significant body of work.

A professional arts administrator is someone who has worked in a management position in a professional organization for at least two years.

Award Amount: Up to $1,500

Terms: Candidates must be Canadian citizens or landed immigrants and must provide a Canadian social insurance number.

Preference will be given to applicants who have resided in B.C. for at least 12 months prior to application.

Assistance is available for study in the following disciplines:

- arts administration
- creative writing
- dance (performance, choreography)
- film and video
- multi-disciplinary studies
- museological and conservation studies
- music (performance, composition)
- book publishing studies
- theatre (acting, directing, technical)
- visual arts.

Artists who are changing disciplines and who wish to apply for professional development assistance must have been a professional artist for five years to qualify for support.

Under normal circumstances, assistance is provided only for concentrated periods of study at recognized educational institutions.
This program provides assistance for tuition and course-related costs, up to 50 percent of the total expenses.

The production of promotional materials such as audition tapes and portfolios is not eligible under the current program.

Candidates are allowed only one grant per year.

Guidelines: The following must be submitted in support of an application:

- two letters of reference (one must be from the applicant's current employer if applicable)
- a letter of acceptance from the institution
- a statement of fees
- a description of course of study
- a curriculum vitae.

Application Deadline:

- May 15
- September 15
- January 15

All supporting documentation must accompany the application form.

Description: Assistance is available on a project basis for professional visual artists to realize creative projects. Two juried competitions will be held annually.

Eligibility Criteria: Eligible projects will be those directly concerned with the creation of new works.

The following guidelines will apply to projects funded under this program:

- generally, funding is intended to assist visual artists by providing time for creation
- an individual artist may make one application per year to the program
- the maximum amount available under the program will be $5,000 during one fiscal year

Eligible expenses can include:

- artist's living allowance
- material costs
- travel expenses (economy air fare, accommodation, per diem, and shipping expenses only) for travel to the premier exhibition of the work created as a result of the project award
- artists receiving assistance under this program may utilize the funds to pay other creative individuals necessary to the realization of the project.

Under normal circumstances, applicants for this program must:

- be professional visual artists with a minimum of five years experience
- have had a minimum of two professionally curated exhibitions
- have been residents of B.C. for a minimum of 12 months prior to making application and must be Canadian citizens or landed immigrants

Candidates must be Canadian citizens or landed immigrants and must provide a Canadian social insurance number.

Application Procedure: Applicants are requested to contact the Arts Awards Co-ordinator at 356-1718 in Victoria prior to making application.

Applicants should submit an application cover sheet, a project proposal and budget, a brief biography and resume of their professional accomplishments, a selection of slides or photographs of their recent work, together with two letters of recommendation from recognized professionals currently active in the visual arts field.

Adjudication Process: A jury of individuals active in the professional visual arts will be convened to make recommendations to the Minister of Municipal Affairs, Recreation and Culture regarding successful applications.

Decisions of the Minister are final and there will be no avenue of appeal.

Application Deadlines:

- Determined Annually. Please contact CSB.

PROJECT ASSISTANCE FOR CREATIVE WRITERS

Description: Assistance is available on a project basis for professional B.C. creative writers to realize creative projects. One juried competition will be held annually.

Eligibility Criteria: Eligible projects will be those directly concerned with the creation of new works or the re-writing of existing, unpublished manuscripts.

Under normal circumstances, applicants for this program must meet the following criteria:

- Writers must have finished all basic training and be recognized professional creative writers, with a minimum of five years' experience
- In the case of novelists, writers of short fiction, poetry and creative non-fiction, applicants must have had two books professionally published. (CSB will accept applications from writers who have had one book professionally published and have a signed contract for the publication of a second book.)
- In the case of playwrights and screenwriters, applicants must have had two works professionally produced.
- Applicants must have been residents of British Columbia for a minimum of 12 months prior to making application and must be Canadian citizens or landed immigrants.

Guidelines:

- Funding is intended to assist creative writers by providing time to work on the proposed project.
- An individual writer may make one application per year to the program.
- The maximum amount available under the program will be $5,000 during one fiscal year.
- Projects that are eligible for funding from other provincial government agencies are not eligible for assistance from this program.

Eligible Expenses:

- writer's living allowance
- materials costs
- funds to be paid to other creative individuals necessary for the realization of the project.

Application Procedure:

- Applicants are requested to contact the Arts Awards Co-ordinator at 356-1718 in Victoria prior to making an application.
- Eligible applicants should submit the following to CSB by November 15: an application cover sheet; a project proposal and budget; a brief biography and resume of professional accomplishments; a complete bibliography; 3 copies of a sample of the applicant's recent writing (maximum of 20 typed manuscript pages in the same genre as the proposed project, preferably a portion of the work-in-progress, if possible); 2 letters of recommendation from recognized professional writers, publishers or directors.
- Applicants are required to submit a final report on the project (on forms provided by CSB) within 6 weeks of the completion of the project.

Adjudication Process: A jury composed of individuals active in the professional literary arts will be convened annually to evaluate applications based on eligibility of applicants and quality of writing. The jury will make recommendations to the Minister of Municipal Affairs, Recreation and Culture, whose decisions will be final; there will be no avenue of appeal.

Application Deadline: Determined annually. Please contact CSB.

PERFORMING ARTS RECOMMENDOR PROGRAM

Under this system of allocating assistance to individual artists, a specific group of experienced and responsible performing arts organizations engaged in the production and/or performance of works of art are designated by the B.C. Arts Board and their Performing Arts Advisory Committees to receive funding which they, in turn, allocate to individual creative artists in the performing arts.

For further information on this program please refer to the Professional Arts Development section (Performing Arts Recommendor Program, page 15)

MEDIA ARTS

The following programs are intended to encourage the development of talented professional film and video artists.

Assistance is provided through the Knowledge Network under contract to the Ministry of Municipal Affairs, Recreation and Culture. Information about these programs is available by contacting

The Knowledge Network
Suite 300
475 West Georgia Street
Vancouver, B.C.
V6B 4M9
Telephone: (604) 660-2000.

FILM AND VIDEO PRODUCTION ASSISTANCE PROGRAM

Description: Awards are available to encourage the development of talented professional film and video artists through assistance with the project costs of films or videos. Awards are based on the recommendations of an adjudication panel composed of film, and video professionals.

Level of Assistance: There are two levels of assistance:

Level I provides up to $10,000 to emerging filmmakers and video artists to contribute toward the development and production costs of a project.

Level II provides up to $25,000 to senior filmmakers and video artists to contribute toward the development and production costs of a project.

Eligible development costs cannot exceed 10 percent of the award.

Maximum assistance will not exceed 50 percent of an applicant's eligible production budget.

Areas Eligible for Assistance: This program is open to film or video projects including animation, documentary, drama, personal narrative. Filmmakers must have total editorial control over their proposed productions.

Productions intended primarily for commercial television, industrial productions, and instructional productions are ineligible.

Eligibility Criteria: Applicants must be Canadian citizens or landed immigrants and must be residents of British Columbia for one year.

Full-time students are not eligible under this program. Applicants cannot receive more than one award per year.

Emerging artists and first-time directors who have experience in other areas of film or video production may apply for Level I funding. Senior filmmakers who have directed at least one film or professional artists who have produced a body of work in video may apply for Level II funding.

Priority will be given to projects which have received production assistance from other sources.

This program will not assist the film or video production of other government agencies.

The program will assist to the completion of a release print. Costs of promotion or distribution are not eligible for assistance, nor are extra release prints and videos.

Budgets submitted with proposals should be viable and should include costs which are being deferred or donated. All sources of revenue (cash and in-kind) should be shown.

The program **does not fund** the purchase of equipment. the program **does not give assistance** towards costs which have already been incurred.

Support Material: As the program's priority is the encouragement of talented professional filmmakers and video artists, support material is essential to the adjudication panel's assessment of an applicant's ability. All applicants must submit a recently produced film or video in support of their application.

It is preferable that support material be presented in film format (16 mm only). Video tape is acceptable in ½ inch VHS format only.

The program will take all reasonable care with films submitted as support material, but cannot accept responsibility for loss or damage.

The program **will not accept** material which does not have the applicant's name clearly visible on the carrying case.

Application Requirements: Applicants must provide the following with the completed application form:

- a letter describing the proposed project or work-in-progress
- a first draft, and a synopsis of the script for dramatic and animated films; a full treatment for documentary films
- a detailed budget for the project
- a resume which includes professional training and related artistic activities
- two letters of appraisal.

Condition of Grants: Applicants, if successful, will be required to sign an agreement. Award recipients will recive 90 percent of the award upon the signing of this agreement and 10 percent upon delivery to the Agency of a completed 1/2 inch VHS video or 16 mm film copy of their film or video production with a final cost report.

Application Deadline: Contact the Knowlege Network for application deadlines.

TRAVEL ASSISTANCE PROGRAM FOR MEDIA ARTISTS

Objective: Awards are available to promote British Columbia film and video productions by assisting B.C. filmmakers and video artists to attend recognized festivals.

Eligibility: Under normal circumstances, applicants must be B.C. film/video artists who have received an official invitation to, or whose productions will be officially screened at, recognized festivals or showcases. Eligibility does not include attendance at film markets or trade shows.

Applicants must satisfactorily demonstrate their ability to provide complementary funding.

Projects designed exclusively for theatrical release or prime time television, commercial or industrial promotion, community development or education, or sponsored productions are not eligible.

Government departments, public agencies or other public institutions, and public or private broadcasters are not eligible.

Financial Assistance: Up to 50 percent of total costs, including travel, registration, and per diem, to a maximum of $2,000 is available.

Deadline: Normally, applications should be submitted 8 weeks in advance of the event.

Application Process: Applicants must submit proof of official invitation to a recognized festival or showcase and a detailed budget, including complementary funding and total projected costs to attend the event.

Contact: For further information on these programs, please contact The Knowledge Network at 660-2000 in Vancouver.

Support in any given year cannot be regarded as a guarantee of similar support the year following. Each year's application is considered on its merits.

Award Amounts:

- Junior Awards: up to $1,500 (for full-time winter studies)
- Senior Awards: up to $2,500 (for full-time winter studies)

Awards are paid to recognized schools on behalf of the student

Terms:

Junior Awards:
Available for a possible maximum of 4 years of full-time study, up to and including second year of a university or community college program.

Students must re-apply each year, as awards are not automatic after the first successful application.

Preference is given to students attending the fine arts schools and academies in British Columbia and other Canadian provinces.

Senior Awards:
Available for a possible maximum of 6 years of full-time study after completion of second-year university.

Students must re-apply each year, as awards are not automatic after the first successful application.

A student must be majoring in his/her program and should be of first-class ability and standing in all course work.

General Conditions:

Assistance is available for study in the following disciplines:

- theatre (acting, directing, technical)
- music (performance, composition)
- visual arts and crafts
- dance (performance, choreography)
- creative writing
- arts administration
- museological and conservation studies
- film and video.

Area not recognized include: language study, fashion design, interior design, architecture, fine arts education (teacher training), music/dance/art therapy, history of arts and general art appreciation.

Candidates must be not less than 15 years of age at the time of application unless special circumstances are made known to the scholarship reviewing committee.

Candidates must be Canadian citizens or landed immigrants and must provide a Canadian social insurance number.

Preference will be given to applicants who have resided in British Columbia for at least 12 months prior to application.

Assistance is not available for travel expenses.

Guidelines: The following must be submitted in support of an application:

- three artistic assessment forms
- a letter of acceptance from the institution being attended
- a statement of fees
- a recent transcript of grades
- a portfolio of recently completed work.

Support in any given year cannot be regarded as a guarantee of similar support the year following. Each year's application is considered on its merits.

Applications are adjudicated by committees composed of professional artists selected for their expertise in a specific discipline.

Recipients of awards must advise CSB, in writing, of changes in their study intentions, place of study, etc., as awards are not automatically transferable from one institution or study program to another.

Awards are not retroactive or applicable to past studies.

Recipients of 'conditional awards' must fulfill all conditions on or before January 1 of the year following approval, or the award will be forfeited.

Application Deadline:

- June 30 — Applications are accepted once a year **on or before June 30** for assistance in the following winter study season (September–June)
- July 15 — **All supporting documentation** to the application form **must be received in CSB offices by July 15.**

If, for some reason, a document cannot be provided by that date, a letter outlining circumstances must accompany the application form.

Applicants failing to meet the June 30 and July 15 deadlines may jeopardize their eligibility for assistance.

Incomplete applications will not be adjudicated.

Intent and Purpose:
To recognize and support
the contribution of writers and publishers
to the province's cultural development.

BLOCK FUNDING FOR BOOK PUBLISHERS

Description: The program provides funding to eligible B.C. book publishers for books that contribute in an original and creative way to the development of provincial or national arts and culture.

Publishers make application once a year for eligible books to be published during the coming year and providing financial and other information on books published during the past two years.

Publisher Eligibility: Cultural Services Branch and the Publishing Advisory Committee will determine eligibility, based on a publisher's ability to meet the following criteria:

(1) The publisher's head office must be located in B.C.
(2) The publishing company must be 75 percent Canadian owned.
(3) Book publishing must be the primary (not peripheral or occasional) activity of the applicant. Factors such as the ability to demonstrate separate editorial departments/boards and separate budgets for the pubishing operation will be used to determine eligibility in this area.
(4) The publisher must have devoted more than 75 percent of its previous year's publishing program to books by authors other than principals in the company.
(5) The publisher must have a demonstrated editorial capability.
(6) Under normal circumstances, applicants to the program must
- have been in business for at least 3 years
- have at least 8 eligible titles in print
- have published an average of 3 eligible titles a year for the past 3 years
(7) The publisher must have fully met its royalty commitments as defined in its contracts with authors. For any book for which no royalty arrangements have been made, the publisher must be able to demonstrate payment of a sum to the author(s) for the creation of the work.
(8) The publisher must have proven distribution procedures.

Title Eligibility: Eligible titles must contribute in an original and creative way to the development of provincial or national arts and culture.

Titles must meet Canada Council eligibility guidelines and criteria.

Excluded from support are titles in the following categories:
- directories, index compilations or bibliographies of minimal critical content
- travel guide books
- instructional or self-help books and manuals, including books describing how-to-techniques, skills or games
- cookbooks
- catalogues of exhibitions (unless by special exception)
- commissioned industrial or business histories
- books not written by a Canadian citizen or permanent resident of Canada
- books with fewer than 48 pages, with the exception of children's books which must have at least 24 pages

- books for which the author does not receive a royalty
- books not manufactured in Canada, except in the case of international co-editions or children's picture books with special production requirements
- books which contain advertising other than the publisher's own promotional material
- books designed primarily for an educational market
- books to which the author has made a financial contribution toward publication costs
- books with a print run of fewer than 500 copies
- saddle-stitched books, with the exception of picture books for children
- calendars, diaries, agendas, almanacs, colouring books
- professional reference books (law, accounting, etc.) aimed at a specialized rather than a general audience
- books written by owners or employees of the company originating publication, unless the greater part of the company's program each year consists of works by authors who have no corporate connection with the publishing house
- books written by the house, or books which are largely compilations of articles and primarily written for publication in a periodical, supplement or newspaper connected with the book publishing operation, unless by special exception
- reprints.

Books that do not make an original contgribution to provincial or national arts and culture will not qualify. Eligibility will be decided by the Publishing Advisory Committee. Categories of books that generally do not incur a deficit, and therefore do not require additional support, are not eligible.

Application deadline: Contact CSB for deadline.